

# **RM6160: Non Clinical Temporary and Fixed Term Staff (Short Form)**

## For help with completing this Order Form please refer to the Short Order Form FAQ's here

### Guidance:

This Order Form, when completed and signed by both you (the Contracting Authority) and the Supplier, forms a Call-Off Contract from CCS framework RM6160, Non Clinical Temporary and Fixed Term Staff. Signing the Order Form ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise. You can complete and execute a Call-Off contract by using an equivalent document or electronic purchase order system. If an electronic purchasing system is used, the text below must be copied into the electronic order form.

### Order Form Template

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract RM6160: Non Clinical Temporary and Fixed Term Staff.

<b>Contracting Authority Name</b>	Department for Business, Energy & Industrial Strategy (BEIS)
<b>Contracting Authority Contact</b>	
<b>Contracting Authority Address</b>	1 Victoria St London SW1H 0ET
<b>Invoice Address (if different)</b>	c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF
<b>Supplier Name</b>	Methods Business and Digital Technology Ltd
<b>Supplier Contact</b>	
<b>Supplier Address</b>	Saffron House 6-10 Kirby Street London EC1N 8TS
<b>Framework Ref</b>	RM6160: Non Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	SOW
<b>Order reference number (e.g. purchase order number)</b>	TBC
<b>Date order placed</b>	12/08/2022
<b>Call off Start Date</b>	15/08/2022
<b>Call-Off Expiry Date</b>	31/12/2022
<b>Extension Options</b>	
<b>GDPR Position</b>	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
<b>Job role / Title</b>	N/A

<b>Temporary or Fixed Term Assignment</b>	N/A
<b>Hours / Days required</b>	97 working days (as part of SoW)
<b>Unsocial hours required – give details</b>	N/A
<b>High cost area supplement details (NHS only)</b>	1. None 2. Inner London 3. Outer London 4. Fringe N/A
<b>Immunisation requirements? (Fee type 1 only)</b>	

<b>Pay band (use rate card to determine this)</b>	N/A	
<b>Fee Type</b>	1. Patient Facing 2. Non-Patient Facing (Disclosure required) 3. Non-Patient Facing (No Disclosure required)	
<b>Expenses to be paid or benefits offered</b>	N/A	
<b>Expenses to be paid by Temporary Worker</b>	N/A	
<b>Charge rates</b>	Pre-AWR N/A	Post-AWR N/A
£ (Hour/Day)	£ (Hour/Day)	
£ (Hour/Day)	£ (Hour/Day)	
<b>Method of payment</b>	30 days in arrears	
<b>Discounts applicable</b>	N/A	
<b>Criminal records check required</b>	Yes	
<b>BPSS required</b>	Yes	
<b>State any other required clearance and/or background checking</b>	N/A	
<b>State any skills, mandatory training and qualifications necessary for the role</b>	N/A	

## CALL-OFF INCORPORATED TERMS

The Call-Off Contract, Core Terms and Joint Schedules' for this Framework Contract are available on the CCS website. Visit the Non Clinical Temporary and Fixed Term Staff web page and click the 'Documents' tab to view and download these.

## CALL-OFF DELIVERABLES

The requirement
<p>As per RM6160 SOW annexed/attached Statement of Work - Matrix Technology - Methods</p>  <p>Statement of Work - Matrix Technology - f</p>

PERFORMANCE OF THE DELIVERABLES Key Staff
[REDACTED]
Key Subcontractors
N/A

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
[REDACTED]		[REDACTED]	
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]
Date:	12/08/2022	Date:	12/08/2022